

City of Chelsea
Chelsea Retirement System
500 Broadway, Room 214
Chelsea, Massachusetts 02150

Telephone 617-466-4230

The Chelsea Retirement Board is seeking candidates for the position of Executive Director. The Executive Director will be responsible for the day-to-day operation of a busy two-person office, and for prioritizing, scheduling and delegating the workload to meet organizational goals.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Management or other business-related field. Advanced degree preferred.
- Extensive knowledge of M.G.L. c. 32, 840 CMR, PERAC and CRAB rulings is required.
- Working knowledge of the Pension Technology Group software package.
- Knowledge of Microsoft Excel and Word is required.
- Must be able to work collaboratively with Board members, Board Staff and/or Board Counsel on complex legal and retirement issues.
- Must have excellent oral and written communication skills, and the ability to communicate complex matters in a clear and thorough manner.

A full job description is available on request.

The salary range is dependent upon qualifications, which includes, but is not limited to: years of experience, education, and knowledge of PTG software.

This position will remain posted until a candidate is selected.

Please submit a letter of interest and a copy of your resume to the Assistant Director, Cindy Donarumo, via email at cdonarumo@chelseama.gov or by mail to:

Cindy Donarumo, Assistant Director
Chelsea Retirement System
500 Broadway, Room 214
Chelsea, MA 02150

